



October 20, 2003

OKLAHOMA BULLETIN NO. OK130-4-1**SUBJECT: AGN – eAuthentication process for Individuals Requesting Electronic Access****Purpose:** To provide NRCS employees instructions for handling electronic access requests**Expiration Date:** September 30, 2004

NRCS offices were previously instructed to provide the AD-2016 form to individuals interested in registering for electronic access with USDA, or direct them to a web-site to register on-line. As of October 21, 2003, individuals will establish their own login and password on-line to access and work in certain USDA agency websites. As part of the authorization process, they will be required to physically identify themselves at a USDA office, before they can be activated and given access to the WebCAAF system. Attachment #1 shows a flowchart of the registration process and the specifics of the USDA identification process. Attachment #2 provides an overview of the overall eAuthentication initiative.

We do not expect this to impact many, if any, of our offices. However, it is imperative that all employees be aware of what steps to take if they are requested to provide a customer with Level 2 access to USDA applications. For a short period of time, there will only be a few people in the state that can walk the field office person through the activation process. By the end of the year at least one NRCS employee in every USDA Service Center will be a certified Local Registration Authority (LRA) and will be able to activate requests without calling for assistance.

All questions on requests for logins and passwords or certification of Level 2 credentials are to be handled at the local office. Any employee that gets a request should immediately contact one of the following people to walk them through the process, if they have not had the SCIMS and LRA training.

1. Suzanne Collier, Resource Conservationist, State Office, 405.742.1234
2. Joni Hays, Program Assistant, State Office 405.742.1238
3. Lanny Miller, Resource Specialist, Perry TSO, 580.336.5515
4. Stacy Riley, Tribal Resource Conservationist, Cherokee Nation, 918.456.0671
5. Wayne Fjeseth, Soil Conservationist, Norman FO, 405.321.7766
6. D'Ann Peterson, Soil Conservationist, Enid FO, 580.237.4321

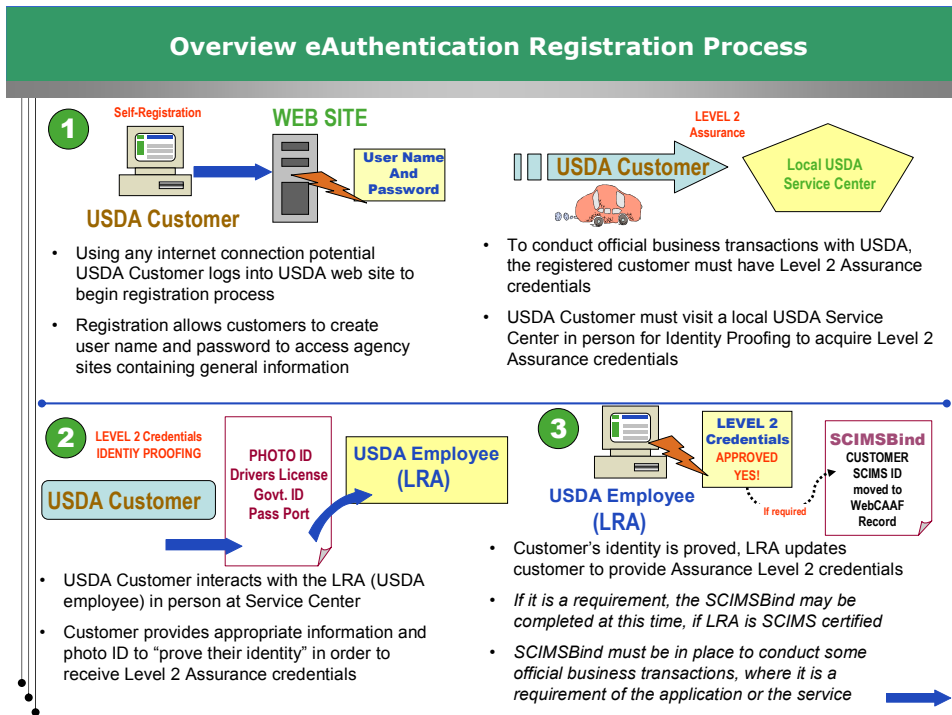
Questions related to the eAuthentication initiative should be directed to Suzanne Collier, Resource Conservationist, at 405.742.1234.

/s/

M. DARREL DOMINICK
State Conservationist

Attachments

DIST: AO



U.S. Department of Agriculture eGovernment Program

Local Registration Authority Identification Process

Validate Identity

The customer must visit a Service Center in person to complete the required Identity Proofing process to obtain a Level 2 Password



Acceptable types of government issued photo identification:

State drivers licenses	US passports
State issued identification cards	Military identification cards

Identity Proofing

In order to validate the customer's identity, the LRA should note and be aware of the following:

- ☐ The customer's overall resemblance to the government issued photo identification card
- ☐ The customer's physical attributes (i.e. height, eye color, etc)
- ☐ Legal Name
- ☐ Date of Birth
- ☐ Address



Overview of the eAuthentication Initiative

- *The **Department** is implementing a new process for registering customers who choose to conduct electronic transactions with USDA agencies on October 21, 2003, as part of the Presidential Management Initiatives and the Government Paperwork Elimination Act (GPEA). Not only is this eliminating some paper forms that were being used by our agency, but it is expanding the eGov access to all agencies in the department, not just NRCS, RD, and FSA.*
- *WebCAAF will be used to provide authentication services (eGov logins and access) for Service Center applications as well as other USDA agency applications (i.e. Forest Service, APHIS, National Ag Statistics Service, etc.)*
- *This new eAuthentication registration process will replace the existing WebReg and WebCAAF SR/SC registration processes currently used by the Service Center Agencies.*
- *Upon implementation, ALL registration assistance to new customers must be accomplished via the new registration process (eAuthentication web site).*



Overview of the eAuthentication Initiative

- *New USDA customers self-register via the Web to create their own password and user ID.*
- *This provides them Level 1 access which allows them access to a USDA portal in which they might customize their website. (Similar to what a person might do on mymsn.com, or myweather.com.)*
- *A USDA customer must have Level 2 credentials to conduct official electronic business transactions with USDA agencies.*
- *A registered USDA customer must interact face-to-face and prove their identity with a USDA agency before receiving their Level 2 credentials.*
- ***Service Center Employees must be certified as Local Registration Authorities (LRAs) to activate a customer's Level 2 credentials .***
- *To be certified as an LRA our employees must complete an on-line training (approx. 30 – 60 minutes) at the end of which it will issues a certification which will be sent to the employee and the state eAuthentication Coordinator (Suzanne Collier).*
- *This training is to be given to one employee per NRCS office prior to the end of the year.*

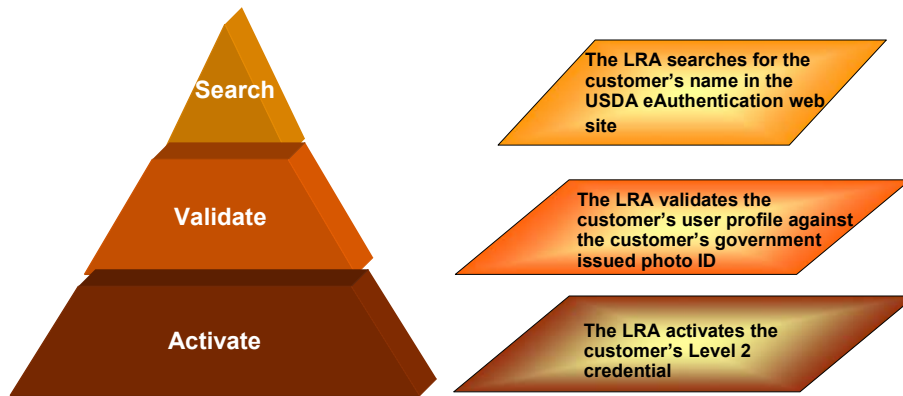
Attachment #2 (continued)



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LRA Roles and Responsibilities

The LRA plays a critical role in the registration process for a customer obtaining Level 2 credential access. It is the role of the LRA to confirm and validate the identity of a customer with their profile in the WebCAAF system. (This confirmation could be done by any NRCS employee in direct communication with an employee who is a trained LRA)



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Key Terms



eAuthentication

The process to electronically identify a person online. This is usually accomplished through User IDs and passwords

WebCAAF

Web Centralized Authentication Authorization Facility that provides authentication

Local Registration Authority (LRA)

A Service Center employee that is trained to act as the "trusted entity" to validate the identity of a customer in WebCAAF

Level 1 credential

A password obtained by registering online. The identity of the customer is not validated by a LRA

Level 2 credential

A password that requires the customer to have their identity validated and confirmed (proved) in person at a Service Center. A Level 2 credential will allow the customer to conduct official electronic business transactions with USDA Agencies

SCIMSBind

Some agency's business transactions may require the manual transfer of a customer's SCIMS ID to the Customer's WebCAAF record in order to conduct a transaction on the agency's application or service.

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